

Notice to California Employees, Job Applicants, and Contractors

The California Consumer Privacy Act requires us to notify California employees, job applicants, and contractors of the following information relating to our collection of personal information.

Categories of Personal Information We Collect

We may collect the following categories of personal information from you in your capacity as an employee, job applicant, or contractor:

- Name
- Alias
- Account name
- Email address
- Postal address
- Telephone number
- Signature
- Physical characteristics or description
- Social Security number
- Driver's license number
- Other type of state identification card number
- Passport number
- Bank account number
- Credit card number
- Debit card number
- Insurance policy number
- Other financial information
- Internet Protocol address
- Cookies, beacons, pixel tags, mobile ad identifiers, or other similar technology
- Customer number, unique pseudonym or user alias
- Telephone numbers or other forms of persistent or probabilistic identifiers that can be used to identify a particular consumer or device
- Other online identifier
- Browsing history
- Search history
- Information regarding consumer's interaction with website, application or advertisement
- Geolocation data
- Records of personal property
- Records of products or services purchased, obtained or considered
- Purchasing or consuming histories or tendencies
- Other commercial information
- Medical information (e.g., temperature taking and COVID-19-related symptom questions)
- Insurance policy number or subscriber identification number
- Education information
- Employment history

- Professional or employment-related information
- Race
- Sex/gender (includes pregnancy, childbirth, breastfeeding and/or related medical conditions)
- Gender identity/expression
- Age (40 and older)
- Disability (mental and physical including HIV/AIDS, cancer, and genetic characteristics)
- Citizenship status
- Marital status
- Medical condition (genetic characteristics, cancer or a record or history of cancer)
- Status as a victim of domestic violence, assault or stalking
- Request for family care leave
- Request for leave for an employee's own serious health condition
- Request for pregnancy disability leave

Business or Commercial Purposes for which Personal Information will be Used

We may use the personal information we collect for the following purposes:

1. To provide you with employment, including to process payroll;
2. To have you fill out applications and forms associated with your employment or prospective employment;
3. To perform a background check;
4. To verify your ability to work in this country;
5. To have you acknowledge your agreement to certain company policies;
6. To administer and maintain benefits, including group health insurance;
7. To administer and maintain your retirement account;
8. For emergency contact purposes;
9. To track time and attendance at work;
10. To manage workers' compensation claims;
11. To manage your job-related performance;
12. To grant and monitor your access to secure company facilities;
13. To engage in corporate transactions requiring review of employee records and information such as for evaluating potential mergers and acquisitions;
14. To maintain commercial insurance policies and coverages, including for workers' compensation and other liability insurance;
15. To prevent the spread of COVID-19;
16. To comply federal and state law.

Accessibility

We are committed to ensuring this notice is accessible to individuals with disabilities. If you wish to access this notice in an alternative format, please contact us at Melanie.Light@Ruffalonl.com.